

Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/04)

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☐ Clean Water Fund
Program

☐ Safe Drinking Water
Loan Program

Notice: This form is authorized by ss. 281.58, and 281.61, Wis. Stats. Submittal of a completed form to the Department is mandatory for all applicants seeking payments from the Clean Water Fund Program or the Safe Drinking Water Loan Program. Failure to submit a completed form to the Department shall be grounds for denial of payment. Personally identifiable information requested on this form is not likely to be used for purposes other than that for which it is originally being collected.

See reverse side for instructions and payment cycles.

1. Municipality

2. Project Number

3. Type of Request (Partial or Final)

4. Request Number

5. Is any portion of this request for costs being refinanced or reimbursement of municipal account?

☐ Yes Amount \$

☐ No

Bank Information

6. Is the bank information below a **new** change?

☐ Yes

☐ No

Intermediary Bank (if any), City and State

ABA Number

Account Number

Destination Bank, City and State

Account Name

ABA Number

Account Number

**Disbursement worksheet must be completed and
invoices must be attached for all costs.**

**Amount Previously
Requested**

This Claim

Cumulative To Date

7. Force Account

8. Interim Financing

9. Facility Plan or Engineering Report Preparation

10. Plans and Specs Preparation

11. Land or Easement Acquisition

12. Engineering/Construction Management

13. Construction/Equipment

14. Miscellaneous Costs

15. Closing Costs

Total Costs

16. Total per this Request

Certification

I certify that to the best of my knowledge the amounts requested are in accordance with the terms of the Financial Assistance Agreement (FAA) and are for eligible project costs that have been incurred and have not been the basis of any previous request. I also certify that I am the municipal representative authorized to complete this request and that all necessary approvals by consultants and municipal governing officials have been obtained.

Signature of Municipal Representative

Date Signed

DOA Approval _____

Title

Phone Number (include area code)

DNR Approval _____

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Instructions:

Type or print legibly.

1. Enter official name of municipality.
2. Enter project number.
3. Indicate partial until the final request. When it is the final request, it is important that it be indicated as **final**.
4. Number requests for Disbursement sequentially starting with 1.
5. Check if the disbursement is for refinancing of a previous bond or loan. If yes, indicate the amount associated with the refinancing.
6. Indicate if any bank information has changed.

Indicate the name of an intermediary bank (if applicable) which is connected to the Federal Reserve System and receives the initial wire transfer, as well as appropriate ABA and account numbers.

Indicate the name of the destination bank, account name, ABA and account number. This is the final destination of the wired funds.

- 7-15. Enter the incurred costs for each of the line items in the column marked "This Claim." The requested costs should be costs included on the **Project Budget Sheet Summary (Exhibit A) in the FAA**

16. Enter the total of Column 2 (This Claim).

The request must be signed by the authorized municipal representative. This representative is certifying that the requested costs are in accordance with the terms set forth in the FAA. Also, indicate the title of the representative, the date signed, and the telephone number, including area code.

PAYMENT CYCLES:

DNR/DOA current payment cycles are set up so that Request for Disbursement forms received at the DNR by the first of the month will be disbursed on the second Wednesday of the month. Forms received by the fifteenth of the month will be disbursed on the fourth Wednesday of the month. Changes to this schedule will be made for Thanksgiving and Christmas.

[illegible]

Request for Disbursement for Financial Assistance Programs Payment Request Worksheet

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Instructions: Type or print legibly. Items 1 through 4 are self-explanatory. Specific instructions for each column are as follows:

5. **Payee**--Name of contractor, consultant, or vendor to whom payment will be made. Indicate municipality name for all work associated with force account for labor or equipment.

6. **Amount**--Sum of the invoice for eligible expenses allocated to the budget categories.

7. **Budget Categories**--The amount of eligible costs being claimed in item 6 must also be broken down and entered under the appropriate budget categories. **Only expenditures for budgeted costs approved in the Financial Assistance Agreement (FAA) or amendment may be claimed.**

Force Account--Force Account is the work a municipality performs using its own employees and/or equipment. In order to disburse funds, documentation must be submitted verifying the personnel who did the work, hours worked, hourly wage and scope of work. For equipment, indicate the type of equipment and the work performed, the dates and hours of use, and the hourly wages. Enter amount to be reimbursed for personnel and equipment costs.

Interim Financing--Interim financing is a debt to temporarily finance a project. Enter the amounts associated with the preparation, approval, issuance, and sale of interim financing (includes bond counsel, financial consultants, and underwriters fees).

Closing costs--Enter the eligible costs for closing purposes, which includes bond counsel and legal fees.

Facility Plan Prep--Enter contract preparation costs of architectural engineers for facility planning.

Plans and Specs Prep--Enter contract preparation costs for services of architectural engineers for plans and specifications.

Land/Easements--Enter all amounts associated with the acquisition of land and easements for this project.

Engineering/Construction Mgt.--Enter all other contracted costs associated with engineering/construction management for this project.

Construction/Equipment--Enter costs associated with the actual construction of, addition to, or restoration of a facility. Also include the costs for project improvements such as sewers, streets, and landscaping. Enter amounts for all equipment, both fixed and movable, exclusive of laboratory tables and laboratory equipment.

Miscellaneous Costs--Enter costs that are outside the scope of the engineering or construction contracts. These costs can include computers, start-up laboratory equipment, materials, supplies, bid advertising, etc.

8. **Other Funding Sources**--(if applicable) Enter costs identified in the FAA as being paid by other sources, i.e., CDBG grant, municipal funds, Rural Development. These costs will not be reimbursed by the Environmental Improvement Fund (EIF).